King County	Department of Adult and Juvenile Detention Adult Divisions General Policy Manual	
	Chapter 6 **Resident Classification and Discipline**	
6.01.005 - **Resident Classification & Assessment**	Approved By:	Director Allen Nance
	Effective Date:	January 07, 2026
	Reviewed By:	PRC, CPA
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Purpose
To outline the procedures for assessing the housing needs of residents and assigning them to appropriate placement within the facilities.

Policy
It is the policy of the department to establish a resident classification system that provides for the safety of the community and the security of the facilities and assigns residents to the least restrictive housing necessary to accomplish these goals.

References
Department Forms: Immediate Transfer Form (F-571)
Department Policies: 6.01.003 - Hazard Identification Alerts
6.01.012 - Accommodating People with Disabilities
6.04.001 - Prison Rape Elimination Act (PREA)
6.04.002 - Resident Grievance Procedures

Definitions
Classification: The system by which residents are assigned housing is based on factors which include security level, behavior, medical needs, psychiatric needs, other special custody requirements, and legal standards.
Disciplinary History Risk Code (DHRC): A computer entry denoting an aggressive, assaultive or violent behavior history.

A. General Guidelines

1. The classification system accomplishes the following:
   a. Determines the security level requirements of each resident and assigns placement into the appropriate housing.
   b. Identifies special treatment or special program needs of the residents.
   c. Provides for the safety and security of staff and residents by removing from general population those residents who pose a risk to others or to the security of the facility.
   d. Reviews all resident classification and placements.
   e. Reclassifies residents when their charge status or behavior changes.
   f. Coordinates resident housing and behavior management planning.
   g. Sanctions residents who do not abide by the established rules of behavior.

h. Maintains records on housing placement, classification decisions, and resident behavior.
i. Provides resident crisis intervention, information, and referral.
j. Maximizes bed use and minimizes housing unit occupancy as appropriate for facility operation and resident security groupings.
k. Responds to residents' requests for information regarding housing, disciplinary and other ancillary issues.

2. All residents shall be classified within 72 hours of being booked into the facility. The only exceptions are residents who are unable to participate in the initial classification interview due to medical, psychiatric or other reasons.
3. After the classification interview has been completed, residents shall be assigned housing locations consistent with their security/custody levels and program or special needs.
4. Residents may not be moved without authorization by a Corrections Program Specialist (CPS), except in situations involving immediate safety, security or medical issues. When moves are made for these reasons, they must be approved by a sergeant or higher authority and documented via an Immediate Transfer Form (F-571).
5. Classification shall review all available information and determine whether residents must be identified as DHRC; if such identification is warranted, a DHRC subject alert will be entered into JMS.
6. During the intake process for every resident, booking officers will review JMS to determine whether the resident has a DHRC. Booking officers will contact the Corrections Program Specialist (CPS) if they are booking a resident who has a DHRC subject alert and isolate the resident until classification determines if continued isolation is appropriate.

B. Procedure

1. Corrections Program Specialists (CPS) shall be responsible for the following:
   a. Determining the initial classification of all residents
   b. Classifying DHRC residents while they are still in ITR and assigning them to appropriate housing.
   c. Assigning all residents to appropriate living units, program or facilities.
   d. The assignment of all residents with disabilities to living units, programs or facilities, shall be done in compliance with policy 6.01.012 - Accommodating People with Disabilities.
   e. Notifying housing unit officers of all residents who have been classified and their housing assignments and reassignments. The assigned residents shall be moved to their new locations as soon as practicable.
   f. Conducting security and housing reviews and reclassifications of residents, as needed.
   g. Conducting restrictive housing reviews and disciplinary hearings.
   h. Responding to classification kites from residents.
   i. Documenting the resident's prior criminal felony conviction history and objectively documented adjustment to incarceration, including specific incidents, program participation, and rule compliance, rather than subjective characterizations.

j. Identifying current needs and anticipated adjustment of residents based on uniform interview and assessment tools applied consistently across all residents, with scoring based on objective criteria.
k. Identifying resources that can be used to assist residents with their needs.
l. Considering an individual resident's concerns.
m. Clearly defining expectations for each resident that are consistent with security requirements, resident behavior and program opportunities available in the resident's current custody level.
n. Providing ongoing assessments of residents' progress through a specific review schedule.
o. Meeting face-to-face with individual residents or groups of residents to interview, address concerns and issues, and maintain resident compliant behaviors and compatibility in a proactive manner.
p. Indicating specific measurable accomplishments of residents in department programs.
q. Reviewing Immediate Transfer Form (F-571) and determining appropriate placements.

2. Corrections Program Supervisors (CPSS) shall be responsible for the following:
   a. Reviewing population counts for each housing unit.
   b. Maintaining grids regarding housing unit security/classification designations.
   c. Re-designating housing classifications as necessary under the parameters set by the Corrections Program Administrator (CPA).
   d. Directing the relocation of residents for maintenance and repair needs.
   e. Collecting and reviewing resident disciplinary information and assessing and reporting any trends including analysis of classification patterns by demographic factors to identify potential disparities for CPA review.
   f. Reviewing population classification groupings and trends and advising the CPA of space requirements.
   g. Reviewing reports on pending classifications, pending reviews, disciplinary hearings, on floor/mattress, etc., and directing staff on priority tasks.
   h. Receiving and reviewing classification override referrals.
   i. Entering and removing Hazard Codes following department policy 6.01.003 - Hazard Identification Alerts.
   j. Responding to resident grievances following department policy 6.04.002 - Resident Grievance Procedures.
3. The Corrections Program Administrator (CPA) shall be responsible for the following:
   a. Reviewing housing unit utilization to allow for the maximum use of available space.
   b. Ultra-Security Reviews:
      1) Participating in the Ultra Review Committee to determine continued placement on Ultra status.
      2) Reporting the results of the committee's review to department supervisors.
   c. Responding to resident grievances following department policy 6.04.002 - Resident Grievance Procedures.
   d. Overall coordination of classification services.